

**STILLWATER COUNTY
COMMISSIONER MINUTES**

Notice: These minutes reflect the proceedings of the Board of County Commissioners. The official minutes are on file with the Clerk and Recorder MCA 7-4-2611(2)(b).

**REGULAR MEETING
January 11, 2022**

PRESENT Commissioners Tyrel Hamilton, Chair, Mark Crago, Steve Riveland, members, Madisyn Hudecek, Admin Assistant.

Others Present: Stephanie Ray, Economic Development; Randy Smith, SCSO; Jerry Friend, Treasurer; Chip Kem, SCSO; Marlo Pronovost, Stillwater County News; Citizens: Joyce Kelley.

PLEDGE Commissioner Hamilton opened the meeting with the Pledge of Allegiance.

MINUTES November 16, 2021. Commissioner Riveland **MOVED** to approve the minutes from November 16, 2021. Commissioner Crago **SECONDED**. No discussion. Motion passed unanimously.

CLAIMS None presented.

FILE ITEMS **Road & Bridge**
A) Montana Land Information Act Grant

Commissioner Hamilton noted that a correction of the presenting department should be made from Road & Bridge to GIS. Commissioner Crago **MOVED** to file the file items. Commissioner Riveland **SECONDED**. Discussion – Commissioner Hamilton explained that this is to file the grant that was approved at a previous agenda meeting. This is for the grant to reset the data points. Motion passed unanimously.

REGULAR BUSINESS **Board of Health**
A) Crow Chief Meadows Recommendation Letter. Commissioner Riveland **MOVED** to approve the Crow Chief Meadows recommendation letter from the Board of Health. Commissioner Crago **SECONDED**. Discussion – Commissioner Riveland explained that this is a letter outlining the actions taken by the Board of Health regarding a septic system installation issue in Crow Chief Meadows. The Board of Health is looking at a boundary line relocation because the septic system overlaps onto another lot. Motion passed unanimously.

Economic Development
A) Park City Water Sewer District ARPA Grant. Commissioner Crago **MOVED** to approve the letter for the Park City Water Sewer District ARPA Grant. Commissioner Riveland **SECONDED**. Discussion – Commissioner Hamilton explained that the Park City Water & Sewer district has requested that the county utilize some of the competitive match ARPA funds for a new headworks system at the current Park City Wastewater facility. The funds will be used to update the headworks system. The cost for the total project is \$1,082,500.00. The Park City Water & Sewer district committed approximately \$10,000.00 for the preliminary engineering to prep the grant request. The county is contributing \$250,000.00 of the total \$500,000.00 matching funds. They Park City Water & Sewer District will cover the remaining 47.8% of the match and anything is excess of that. The county is covering 46.2% of the competitive match that will come out of the county ARPA funds that are currently set aside for projects such as this. The grant is a 50% match. Commissioner Riveland noted that the Park City Water & Sewer District portion of the match will be approximately \$291,300.00. Motion passed unanimously.

Environmental Health

A) Independent Contractor Agreement for contract Sanitarian services between Megan Spry and Stillwater County. Commissioner Riveland **MOVED** to approve the Independent Contractor Agreement for contract Sanitarian services between Megan Spry and Stillwater County. Commissioner Crago **SECONDED**. Discussion – Commissioner Riveland explained that this is a contract with Megan Spry, the Sanitarian out of Fergus County. She is being contracted with in the absence of our own Sanitarian to have the county food establishment inspections done. She will be contracted in the event that the county would need her services. Commissioner Hamilton added that she will also help Shannon Fisher with her training. Motion passed unanimously.

Public Health

A) Task Order amendment #4 for PHEP. Commissioner Crago **MOVED** to approve Task Order amendment #4 for PHEP. Commissioner Riveland **SECONDED**. Discussion – Commissioner Hamilton explained that this is a portion of the pass-through contract with Public Health through the state. This covers the cost of one full time resident nurse starting this week. The total amount is \$70,000.00 and is a 100% pass through from the state. Motion passed unanimously.

Commission

A) RFP opening for on-call engineering services. Commissioner Hamilton announced that Commissioner Crago will open the bids and that for today they will be examined for the full legal name, address, phone number and the RFP called for a 15-page max proposal. Commissioner Crago clarified that these are proposals, not bids.

<u>Name</u>	<u>Address/Phone</u>	<u>15 Page Max Proposal</u>
Stahley Engineering	Billings MT	4 Copies 15 Pages & Appendix
Great West Engineering	Billings MT Office	4 Copies Cover Letter 15 Pages & Appendix
KLJ Engineering	Bismarck ND Office Representation for the Billings Office on Gable Road	4 Copies 15 Pages & Appendix

Commissioner Crago **MOVED** to all RFPs under advisement and review. Commissioner Riveland **SECONDED**. No Discussion. Motion passed unanimously.

PUBLIC COMMENTS ON COUNTY BUSINESS – None heard.

With no further comments heard the meeting was adjourned at 9:12 a.m.

APPROVED BY: /s/ Tyrel Hamilton, Commissioner Chairman

ATTEST: Heidi L. Stadel, Clerk and Recorder